

**Water/Wastewater Commissioners’
Meeting Minutes
April 14, 2009**

Present: Walter Murray, Chairman
Robert Courage, Vice-Chairman
Michael Putnam, Member
Larry Anderson
Evelyn Gendron

Call to Order:

Chairman Murray called the meeting to order at 6:00 p.m.

Press and Public Comments:

There were no members of the press present, nor public comments received this evening.

Appointments:

Wilton Board of Water Commissioners – Mr. Jim Tuttle, Mr. Stan Schultz, and Mr. Charlie McGettigan, Commissioners for the Wilton Water District, were present this evening to discuss the Wilton Inter-municipal Agreement and the Milford Septage Receiving Facility.

Wilton Inter-Municipal Agreement – The Milford Commissioners explained how invaluable having the Pennichuck back-up water connection proved to be during the April 2007 spring flood. The Pennichuck bulk water fees were explained, and Vice-Chairman Courage stated that should the Wilton Water District connect their water system to the Milford water system, it would be expected that Wilton would participate in paying a portion of the Pennichuck stand-by charge. He said that if Milford supplied Wilton with water on a short-term basis that Milford would activate its existing connection to Pennichuck water to meet Milford’s water user demands, since the current Milford water demands is approximately one million gallons per day, while Milford’s water capabilities are approximately one million-and-a-half gallons per day. Chairman Murray said that it is Milford’s understanding that Wilton has a sufficient water supply, but that water storage would be a concern under certain circumstances. In response to Commissioner Schultz’ comment that it would be prudent for the Wilton Commissioners to re-evaluate their water rate and hydrant fee structure as well as develop an informative public relations presentation to persuade their townspeople of the benefits of funding an inter-municipal water connection with Milford, the Milford Commissioners responded that the benefits would extend to the entire town of Wilton, not just the Wilton water users. An inter-municipal water connection would be more beneficial to Wilton than to Milford, said Vice-Chairman Courage, unless Wilton could guarantee a certain number of gallons would be available to Milford on a

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daily basis. Following further discussion, Superintendent Anderson offered to provide Commissioner Tuttle with a copy of the Milford/Pennichuck Agreement for review by Attorney Sy Little with the intent that a draft inter-municipal agreement between Milford and Wilton may be drafted. A written detail of potential water connection cost details, including the Pennichuck water standby costs, will be required by the Wilton Commissioners. State/federal funds would help Wilton to offset inter-municipal connection project costs, however, Wilton was ranked as project #201 on the state project list containing 265 projects. Without funding, this project may not be able to proceed, said Commissioner Schultz, despite the Wilton Commissioners being in agreement that an inter-municipal agreement should be pursued. The Milford commissioners reiterated that such an infrastructure enhancement, as a major capital improvement, would benefit all Wilton residents. The Wilton Commissioners stated that even if a thorough, persuasive, professional presentation with financial justification were to be prepared, realistically speaking, more than one town meeting may become necessary for Wilton residents to fund an inter-municipal connection during these difficult economic times. Superintendent Anderson gave Commissioner Tuttle a copy of the Milford Water User Ordinance. Commissioner Schultz explained that in two months the one water storage tank in Wilton will undergo maintenance (sand blasting and interior painting to be performed by Steeplejacks, based in Maine). This work is in follow-up of inspections performed two years ago. The Wilton water tanks are about 24 years old.

Septage Receiving Facility – Superintendent Anderson explained that the state had ranked Milford's septage receiving facility upgrade as project #37, which is four projects beyond the cut-off point for economic stimulus funding. Milford has a deadline of April 20th to address five questions/issues relative to engineering the project in order to continue consideration by the state for stimulus package funding. He added that should this project proceed, Wilton will have a cost-sharing involvement in this project. This project is necessary to help reduce copper levels, as part of the administrative order placed upon the Wastewater Treatment Facility. Superintendent Anderson addressed the Wilton Commissioners' treatment process/septage handling questions. He said that the preliminary estimate for overall project costs is approximately \$1.19 million (engineering plans have not been finalized) and due to ARRA state funding stands a chance of 50% of the project debt being forgiven; Wilton's portion may be approximately \$6,000 per year. Vice-Chairman Courage explained that recent legislation provides for a special town meeting to be called within seven days should ARRA funds be made available to Milford for this project. Commissioner Schultz said that the consensus of the Wilton Water Commissioners this evening is to support this project, with Commissioner Tuttle and Commissioner McGettigan concurring. The Milford commissioners thanked the Wilton commissioners for attending this evening's meeting.

Superintendent Anderson explained to the Milford commissioners that it would be necessary to authorize Stantec to proceed with the engineering portion, as the deadline to submit information requested by the state is April 20th. It is anticipated that this project would qualify as a warrant article and that Milford would bond this entire project cost. Septage receiving costs should be offset by septage revenues. Septage rates will be re-evaluated. The commissioners agreed this project has a high priority, as did the Wilton Commissioners, and is necessary whether or not

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stimulus funding is made available. Should the stimulus funding not become available, the project will be presented during the town meeting in March, beyond the preliminary engineering and final design phase and invoiced amount (in order to reduce copper). Superintendent Anderson reiterated that the project goal this evening is to show “good faith” to the state by meeting the deadline of April 20th to answer the state’s questions in order to remain as contender for state funding should Milford elevate in project eligibility ranking.

Upon further discussion, Commissioner Putnam made the motion to approve Stantec’s Notice to Proceed regarding the Milford WWTF Septage Receiving Facility project in the amount of \$97,118.00, specifically the preliminary and final design per the Scope and Fee presented (a copy of which is attached to these minutes as a permanent record) . Vice-Chairman Courage seconded the motion. All voted in favor. Chairman Murray signed the Notice to Proceed as presented by Stantec for their Project Number 1951.

Decisions:

Approval of Final Minutes – Tabled until the meeting to be held on April 28, 2009.

Water Users Fee/Tax Collector’s Warrant – The Commissioners signed this document as presented, amounting in all to the sum of \$49,013.38 for the March 2009 Bill Commitment 090331 and \$590.43 for the March 2009 Final Bills issued.

Sewer Users Fee/Tax Collector’s Warrant – The Commissioners signed this document as presented, amounting in all to the sum of \$49,500.70 for the March 2009 Bill Commitment 090331, and \$335.23 for the March 2009 Final Bills issued.

Sewer Abatement Request – 75 Mont Vernon Street – Superintendent Anderson advised the commissioners that the customer is requesting an abatement in the amount of \$103.01 as a leak at the water meter pipe existed since the customer moved in and this water did not enter the sewer system and qualifies as a one-time sewer abatement. The amount of usage to be abated is 2,476 feet. Vice-Chairman Courage made the motion to approve this sewer abatement request submitted on behalf of the resident. Commissioner Putnam seconded the motion. All voted in favor.

Discussions:

Returned Check Policy – Mr. Anderson explained to the commissioners the policy adopted by the town regarding returned checks. No action was necessary by the board.

Curtis Well Improvement Project – Superintendent Anderson did not have new information to present on this topic; the generator issue is still under review; the Shoreland Protection permit application required by the state has been submitted and the Milford Town Clerk has a copy.

DES Report – Water System Sanitary Survey – Mr. Anderson distributed copies of the survey results to the commissioners. He concurred with Chairman Murray's comment that some of the items identified will be addressed during the Curtis Well Improvement project. Mr. Anderson said the remaining items of concern mentioned in the survey results will be addressed. Efforts are underway to contact 1/3 of the businesses and homeowners annually within the wellhead protection program.

Pennichuck Water Rates – Mr. Anderson stated he has mailed Pennichuck the new rate schedule to cover distribution costs.

Pennichuck – Emerson Road Water Main Extension Project – This topic is on hold. Mr. Anderson said that he has not received updated information since Pennichuck had received stimulus funding and would put this project out to bid. He'd supplied Don Ware with information requested, but has not received paperwork in return. He is not sure whether or when this project will proceed.

Equipment Trailer – Mr. Anderson explained the 20-ton tag-along trailer purchased in 2002 can only be moved by one vehicle maintained at the Public Works Department. The two departments have only used it a few times over the years. A non-monetary trade of this trailer for a smaller, two axle trailer with a dump-style body that can be pulled by a one-ton truck have been investigated (for pulling small equipment; trench boxes, etc., but would not haul water main pipes). Following discussion, no decision was made on this topic.

Information Items, On Hold, Awaiting Information:

Holland Tank Funding Apportioning – New information was not available at this time.

Town Hall Allocation – Mr. Anderson and Commissioner Putnam will meet in the near future to discuss the 2008 summary information provided by Mr. Sheehy, Director of Finance, after the commissioner has had a chance to review the material.

Information Items Requiring No Decisions:

Bi-Weekly Activity Report – Mr. Anderson presented the activity report for commissioners' review.

Future Appointments/Meetings:

The next meeting of the Water and Wastewater Commissioners will be held at 6:00 p.m. on Tuesday, April 28th at 564 Nashua Street, in the Water Utilities Conference Room.

Adjournment:

A motion to adjourn was made by Chairman Murray at 8:20 p.m. Commissioner Putnam seconded the motion. All voted in favor.

Respectfully submitted,

Evelyn B. Gendron

Walter Murray – Chairman

Date

Robert Courage – Vice-Chairman

Date

Michael E. Putnam – Commissioner

Date

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